



**One-Stop & ETA Grant Programs Comprehensive Financial Management Training**  
**New Orleans, LA     January 26 – 30, 2004**

**Topical Agenda (*DRAFT*)**

**Monday, January 26<sup>th</sup>**

**1:00 – 2:00:    Registration (Radisson Hotel, New Orleans, LA)**  
**2:00 – 2:15:    Welcoming Remarks**  
**2:15 - 3:30:    Plenary Session: Training Overview, Learning Objectives, & WIA Reauthorization**  
**4:00 – 5:30    Plenary Session: Practitioners Panel and Feedback**  
**5:30-6:30      Networking Reception**

**Tuesday, January 27<sup>th</sup> (Financial Management in the One-Stop System)**

**Identification of Shared Costs & Budgets**  
**Proportionate Share and Cost Allocation**  
**Financial Clinics (opportunity for individual consultations)**  
**Resource Sharing and Resource Sharing Agreements**  
**Plenary: Case Studies of One-Stop Financial Management**

**Wednesday, January 28<sup>th</sup> (Financial Management for ETA grant Programs)**

**Fund Distribution, Financial Management Systems, & Cash Management**  
**Cost Principles & Allowable Costs**  
**Financial Clinics (opportunity for individual consultations)**  
**Cost Classification & Program Income**  
**Records Retention, Closeout, & Resources**

**Thursday January 29<sup>th</sup> (Financial Management for ETA grant Programs)**

**Cost Allocation**  
**Financial Reporting**  
**Financial Clinics (opportunity for individual consultations)**  
**Property Management and Procurement**  
**Audits and Audit Resolution**

**Friday, January 30<sup>th</sup>**

**Plenary Session: Dept. of Labor Office of Inspector General staff: Recent Trends in Audits**  
**Closing Plenary: Qs & As, Future Technical Assistance opportunities**  
**Adjourn: approximately 11 am**

**U.S. Department of Labor – ETA**  
**One-Stop and ETA Grants Financial Management Training**

New Orleans, LA ♦ January 26-30, 2004

REGISTRATION FORM

**Deadline to register: January 16, 2004**

**Hotel reservation deadline: January 5, 2004**

*Please print clearly*

Name: \_\_\_\_\_  
(First) (Last)

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City State Zip

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

You will receive an email confirmation within 2 days of receipt of registration form.

**I will be attending:**      **One-Stop Training only (Monday-Tuesday)**\_\_\_\_\_  
                                 **ETA Grant Programs Training only (Wednesday-Friday)**\_\_\_\_\_  
                                 **Complete Program (Monday-Friday)** \_\_\_\_\_

Please fax this sheet to Ellen Lupinski (703) 299-4589 or mail (with ATTN: EL) to  
DTI Associates, Inc., 2920 South Glebe Rd, Arlington, VA 22206  
Telephone: (703) 299-1618 for information or to relay special needs.

**U.S. Department of Labor – ETA  
One-Stop and ETA Grants  
2004 Financial Management Training  
New Orleans, LA ♦ January 26-30, 2004**

**LOGISTICAL FACT SHEET**

<b>Lodging Location:</b>	<b>Radisson New Orleans</b> 1500 Canal Street New Orleans, LA 70112 neworleans.com	Phone: (504) 522-4500 www.radisson-
<b>Meeting Location:</b>	The training will be at the Radisson New Orleans. Registration will open on Monday, January 26, 2004 at 1 pm. <b>The training kicks off with a General Session from 2-5 pm. The complete session will end Friday the 30th at about 11:00 am.</b>	
<b>Registration Info:</b>	<b>Registration is by fax or mail only.</b> Please print out the Registration Form and fax to Ellen Lupinski's attention at (703) 299-4589 or mail to: DTI Associates, Inc., ATTN: EL, 2920 South Glebe Rd, Arlington, VA 22206. <b>Registration Deadline is Friday, January 16, 2004.</b>  <b>Register Soon!</b> Attendance will be limited based on space available. We will accept a maximum of <i>2 attendees per organization</i> .	
<b>Reservations:</b>	Please call the Radisson New Orleans (504) 522-4500 to make your reservation. The group rate of \$126.00 + tax will be honored by identifying yourself as a member of the <b>WIA Financial Management meeting</b> . The group rate is available three days before and after the meeting if you would like to extend your stay (subject to space availability).  <b>All hotel reservations must be made by January 5, 2004.</b> Our group room rate cannot be guaranteed after this date.	
<b>Cancellations:</b>	If for some reason you need to cancel your attendance, please contact the Radisson directly to cancel your reservations before 4pm of your check-in date to avoid penalty. Please also contact Ellen Lupinski with notice of your cancellation.	
<b>Airport Transportation:</b>	The Radisson New Orleans is located several blocks from the French Quarter. A free guest shuttle runs from the hotel to the French Quarter.  <b>Shuttle:</b> Shuttle service to and from New Orleans airport is available at baggage claim. It is called Airport Shuttle and costs \$13 each way. A taxi from the airport to the hotel will cost approximately \$28.	
<b>Parking:</b>	Self-parking is available for \$16 per day, or \$28 for overnight guests.	

For logistical questions, contact Ellen Lupinski at 703-299-1618 or [elupinski@dtihq.com](mailto:elupinski@dtihq.com).  
For program questions, contact Evelyn Willis of ETA at 202-693-3340, [willis.evelyn@dol.gov](mailto:willis.evelyn@dol.gov), or  
Robert White at DTI at 703-299-1607 or [rwhite@dtihq.com](mailto:rwhite@dtihq.com)